Wolsey House Primary School



First Aid Policy

Policy date: October 2026

Policy review date: October 2027

Together we grow, achieve and thrive.

Aims

The aims of our first aid policy are to:

- Ensure that adequate and appropriate first-aid provision is available for pupils, staff and visitors, both on the school premises and during school activities off site;
- Support the health, safety and welfare of pupils, staff and visitors;
- Ensure that staff and governors understand their roles and responsibilities in relation to first-aid provision; and
- Provide a clear framework for responding to accidents, injuries and medical emergencies, including the recording, reporting and review of incidents.

2. Legislation and guidance

This policy is based on the guidance from the Department for Education on First Aid in schools, early years and further education, health and safety in schools and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which require employers to provide adequate and appropriate first-aid equipment, facilities and suitably trained personnel so that first aid can be given to employees if they are injured or become ill at work. The school's provision for pupils and visitors will be determined through its first-aid needs assessment and duty of care.
- Health and Safety at Work etc. Act 1974, which places duties on employers to protect, so far as is reasonably practicable, the health, safety and welfare of employees and others who may be affected by the school's activities.
- The Management of Health and Safety at Work Regulations 1999, which require employers to assess health and safety risks and put appropriate arrangements, information, instruction and training in place.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, which specify the work-related deaths, injuries, diseases and dangerous occurrences that must be reported to the Health and Safety Executive, together with the applicable reporting and record-keeping requirements.
- The Social Security (Contributions) Regulations 1979, as amended, which contain requirements relating to the recording of accidents at work.
- The School Premises (England) Regulations 2012, which require maintained schools to provide suitable accommodation for the medical examination and treatment of pupils and for the short-term care of sick and injured pupils.
- EYFS statutory framework for group and school-based providers, which sets out the requirements for paediatric first aid, accident and injury records, informing parents or carers and making required notifications in relation to children in the school's early-years provision.
- Children and Families Act 2014 and the statutory guidance *Supporting pupils at school with medical conditions*, which require governing bodies to make arrangements to support pupils with medical conditions.
- Equality Act 2010, including the duty to make reasonable adjustments for disabled pupils and employees where applicable.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school will maintain sufficient first-aid provision, based on its first-aid needs assessment, to provide appropriate cover throughout the school day and during school activities.

This will include cover during:

- lessons, breaktimes and staggered lunchtimes;
- before- and after-school activities;
- staff absence and training;
- educational visits and sporting activities; and
- all times when children in the EYFS are present.

The school will maintain a current first-aid training register. This will identify each trained member of staff, the qualification held, the training provider, the date training was completed and the certificate expiry date. The register will be reviewed regularly, and renewal training will be arranged before qualifications expire.

The names and usual locations of appropriately trained first aiders will be made known to staff and displayed in suitable locations around the school. Details of staff holding current paediatric first-aid qualifications will be made available in accordance with the requirements of the EYFS statutory framework.

Appointed persons

Where appointed, an appointed person is responsible for:

- taking charge of the school's first-aid arrangements when required;
- ensuring that an ambulance or other professional medical assistance is summoned when appropriate;
- looking after first-aid equipment and ensuring that supplies are checked and replenished; and
- maintaining relevant first-aid information and contact arrangements.

An appointed person is not required to hold a first-aid qualification and will not provide first-aid treatment unless they are appropriately trained and competent to do so. In an emergency, all staff are expected to seek immediate assistance and act within the limits of their knowledge and competence.

First aiders

First aiders are trained and qualified to undertake the role. They are responsible for:

- responding promptly when someone is injured or becomes ill;
- assessing the immediate situation and providing appropriate first aid within the limits of their training and competence;
- seeking additional first-aid, medical or emergency assistance where required;
- remaining with and appropriately supervising the injured or unwell person until responsibility is safely transferred;
- advising the Headteacher, a senior leader or an authorised member of staff where a pupil may require collection, further medical assessment or transfer to hospital;
- completing the appropriate accident or first-aid record on the same day, or as soon as reasonably practicable;
- contributing factual information to an SO2 or other formal accident report where required;

- following the pupil's individual healthcare plan where applicable and only undertaking specialist medical procedures for which they have received appropriate training;
- maintaining the dignity, privacy and welfare of the person receiving first aid; and
- informing the appropriate person when first-aid supplies have been used or require replacement.

The decision for a pupil to be sent home will be made by the Headteacher, a senior leader or another authorised member of staff, taking account of the first aider's assessment and any medical advice received. The pupil will remain appropriately supervised until collected or transferred to medical care.

3.2 The local authority and governing board

Where Leicester City Council is the school's employer, the local authority has overall responsibility for health and safety. The governing body is responsible for the strategic management of health and safety within the school, in accordance with the local authority's policies, procedures and delegated arrangements.

The governing body will:

- ensure that an appropriate First Aid Policy and first-aid needs assessment are in place;
- ensure that adequate resources, equipment, facilities and suitably trained personnel are available;
- monitor compliance with statutory requirements and local-authority procedures;
- receive appropriate anonymised information about significant incidents, accident patterns, training compliance and identified areas for improvement; and
- review the effectiveness of the school's first-aid arrangements.

The governing body delegates the implementation and day-to-day management of these arrangements to the Headteacher.

3.3 The Headteacher

The Headteacher is responsible for implementing this policy and will:

- ensure that a suitable and sufficient first-aid needs assessment is completed, recorded and regularly reviewed;
- ensure that an appropriate number of suitably trained first aiders are available whenever pupils are on the premises and during school activities;
- ensure that the specific paediatric first-aid requirements of the EYFS statutory framework are met;
- ensure that appropriate first-aid cover is maintained during staff absence, breaktimes, staggered lunchtimes, extended-school provision and educational visits;
- maintain, or delegate responsibility for maintaining, an accurate first-aid training register;
- ensure that staff renew required qualifications before they expire and remain competent to undertake their roles;
- ensure that all staff understand the school's first-aid and emergency procedures;
- ensure that appropriate first-aid equipment, facilities and medical accommodation are available and properly maintained;
- ensure that accidents and first-aid treatment are recorded, reported, reviewed and retained in accordance with school and local-authority procedures;

- ensure that parents and carers and, where applicable, external agencies are informed in accordance with this policy;
- ensure that relevant incidents are reported promptly to the local authority or other responsible person so that any statutory RIDDOR report can be made within the required timescale; and
- ensure that lessons arising from incidents are identified and appropriate action is taken.

3.4 Staff

All members of staff are responsible for:

- familiarising themselves with and following the school's first-aid and emergency procedures;
- knowing how to summon a first aider and how to contact the school office or emergency services;
- responding promptly to an incident and acting within the limits of their training, knowledge and competence;
- not undertaking specialist medical procedures or administering medication unless they have been authorised and appropriately trained;
- ensuring that an injured or unwell pupil is not left unsupervised;
- completing the appropriate accident or first-aid record promptly and accurately when they provide treatment or witness an incident;
- reporting serious incidents, hazards, defective equipment and concerns about first-aid provision to the Headteacher or appropriate senior leader;
- following individual healthcare plans and emergency arrangements where these apply; and
- informing the Headteacher or their line manager, in confidence, of any health condition or support need that may be relevant to their safety at work or to the school's first-aid arrangements.

Staff must not delay contacting the emergency services while attempting to contact a parent or carer. Where there is doubt about the seriousness of a person's condition, urgent medical assistance should be sought.

4. First aid procedures

4.1 In-school procedures

When a person is injured or becomes unwell:

- the member of staff present will make the immediate area safe, remain with the person and summon a trained first aider where required;
- the first aider will assess the person, provide treatment within the limits of their training and seek further assistance where necessary;
- the person will not be moved if this could worsen their condition, unless leaving them in place presents an immediate danger;
- emergency services will be called without delay where the condition is serious, potentially life-threatening or beyond the competence of staff. Contacting a parent or carer must not delay an emergency call;
- where an ambulance is called, a member of staff will meet and direct the emergency services, and the school office will inform the Headteacher and the person's emergency contact as soon as possible;

- where a pupil needs to attend hospital and their parent or carer has not arrived, an appropriate member of staff will accompany the pupil where operationally possible and remain with them until responsibility is transferred safely;
- where a pupil is considered too unwell to remain at school but does not require emergency treatment, the Headteacher, a senior leader or another authorised member of staff will arrange for the parent or carer to collect them. The pupil will remain appropriately supervised until collected;
- parents or carers will be given relevant factual information about the incident, treatment provided and any signs or symptoms they should continue to monitor; and
- the treatment and outcome will be recorded on the school's agreed first-aid or accident-recording system on the same day, or as soon as reasonably practicable. An SO2 form will also be completed where required under the school's or local authority's accident-reporting procedures.

Staff will preserve the person's dignity and privacy, make appropriate adjustments for communication or additional needs and follow any relevant individual healthcare plan.

4.2 Off-site procedures

First-aid arrangements for each educational visit will be determined through the visit-specific risk assessment. The assessment will take account of:

- the number and age of the pupils;
- the nature and location of the activities;
- known medical conditions and additional needs;
- the experience and competence of accompanying staff;
- the distance from and accessibility of emergency medical assistance;
- whether the group will divide into smaller groups; and
- the length and nature of the journey.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

The visit leader will ensure that staff have access to:

- a charged mobile phone and the school's emergency contact details;
- an appropriately stocked portable first-aid kit;
- relevant information from pupils' individual healthcare plans;
- required emergency medication, such as inhalers or adrenaline auto-injectors;
- secure access to parents' and carers' emergency contact details; and
- any additional equipment identified through the risk assessment.

Medication will only be administered by staff who are authorised and appropriately trained, in accordance with the Supporting Pupils with Medical Conditions Policy and the pupil's individual healthcare plan.

At least one person with a current **full paediatric first-aid certificate** will accompany children in nursery or reception on outings, as required by the statutory EYFS framework.

For visits involving pupils in Key Stages 1 and 2, the number and level of first-aid qualifications required will be determined by the visit-specific risk assessment. At least one appropriately trained first aider will normally accompany each visit, but additional first-aid cover will be provided where

the size of the group, activities, location, pupils' needs or separation into smaller groups makes this necessary.

Any accident, injury, illness or first-aid treatment occurring during a visit will be managed, recorded and reported in accordance with this policy and the school's Educational Visits Policy.

4.3 First aid requiring the removal or adjustment of clothing

On occasion, it may be necessary for a child to remove or adjust an item of clothing, such as trousers or tights, so that an injury to the upper leg, hip, bottom or another ordinarily covered area can be assessed or treated.

This will only take place where it is necessary to provide appropriate first aid or determine whether further medical assistance is required. Staff will not conduct an intimate or medical examination beyond the limits of their training and competence.

Where this is necessary, staff will:

- explain clearly and sensitively to the child what needs to happen and why;
- seek the child's agreement and cooperation, taking account of their age, understanding, communication needs and level of distress;
- provide a private but appropriate environment that safeguards both the child and the member of staff;
- expose only the minimum area necessary and allow the child to remove or adjust their own clothing wherever they are able to do so;
- consider the child's wishes regarding the member of staff supporting them, including whether they would prefer a male or female member of staff, where this can reasonably be accommodated;
- ensure, wherever practicable, that a second member of staff is present or immediately available and aware that the care is taking place;
- maintain the child's dignity and privacy throughout;
- stop if the child becomes distressed or refuses, unless immediate action is necessary to prevent serious harm;
- seek urgent medical assistance where the injury is serious, cannot be assessed appropriately by school staff or requires examination or treatment beyond their competence; and
- inform the child's parent or carer on the same day, explaining the injury, treatment provided and why clothing needed to be removed or adjusted.

Urgent or life-saving first aid will not be delayed while seeking a second member of staff or contacting a parent or carer.

The injury, assessment and treatment will be entered in the school's first-aid record. Any removal or adjustment of clothing, or intimate assistance provided by staff, will also be recorded on the class intimate-care record in accordance with the Intimate Care Policy. The records will identify the staff present, the reason the assistance was necessary, the child's response and when the parent or carer was informed.

Any unexpected injury, concerning explanation, disclosure or other safeguarding concern will be reported immediately to the Designated Safeguarding Lead and dealt with under the Safeguarding and Child Protection Policy.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication will be kept in first aid kits.

First aid kits are stored in:

- The medical room
- The Key Stage One building
- In each year group
- Small hall

6. Record-keeping and reporting

6.1 First aid and accident record book

- all accidents, injuries and first-aid treatment will be recorded promptly using the school's agreed recording system.
- Where an injury requires only minor first aid, such as cleaning a minor wound, applying a plaster, cold compress or ice pack, a minor accident record will be completed.
- For low-level injuries other than a head injury, the pupil will be given an orange notification form to take home.
- Where a pupil sustains any injury or blow to the head, face or neck, including one that initially appears minor, the incident and treatment will be recorded and the pupil will be monitored appropriately. The pupil's parent or carer will be contacted by telephone on the same day, even where the pupil appears well and is able to remain at school. A blue head-injury notification form will also be sent home, setting out the incident and any signs or symptoms that should be monitored.
- If a parent or carer cannot be reached following a head injury, the school will continue to monitor the pupil, make further reasonable attempts to make contact and record those attempts. Emergency medical assistance will be sought immediately if the pupil develops concerning symptoms or their condition deteriorates.
- An SO2 form will be completed by the relevant member of staff on the same day, or as soon as reasonably practicable, following a serious or significant incident or where otherwise required by Leicester City Council's accident-reporting procedures.

- Records will contain as much factual detail as possible, including the date, time and location; what happened; any injury or symptoms observed; treatment provided; the outcome; the names of relevant staff or witnesses; and how and when the parent or carer was informed.
- Completed SO2 forms will be submitted to Leicester City Council in accordance with its reporting procedures. The school will retain a record of the submission and will respond to any request for further information or action.

6.2 Reporting to the HSE

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and Leicester City Council's accident-reporting procedures.

The Headteacher will ensure that any incident which may be reportable under RIDDOR is referred promptly to Leicester City Council's health and safety team or other designated responsible person. The responsible person will determine whether a report to the Health and Safety Executive is required and will ensure that it is submitted within the applicable statutory timescale.

The school will retain appropriate records of reportable incidents, reports submitted and any advice or reference number received.

Employees

A work-related incident involving an employee may be reportable where it results in:

- death;
- a specified injury;
- an employee being unable to carry out their normal work for more than seven consecutive days, excluding the day of the accident;
- a diagnosed occupational disease linked to the employee's work; or
- a specified dangerous occurrence.

Specified injuries include:

- a fracture, other than to fingers, thumbs or toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss or reduction of sight;
- a crush injury to the head or torso causing damage to the brain or internal organs;
- a serious burn covering more than 10 per cent of the body or causing significant damage to the eyes, respiratory system or other vital organs;
- scalping requiring hospital treatment;
- loss of consciousness caused by head injury or asphyxia; or
- an injury arising from work in an enclosed space which results in hypothermia or heat-induced illness, requires resuscitation or leads to hospital admission for more than 24 hours.

A work-related injury resulting in an employee being incapacitated for more than seven consecutive days must normally be reported within 15 days of the accident. Other reportable incidents will be notified and reported within the timescales specified by RIDDOR.

An employee injury resulting in more than three consecutive days' incapacity but not more than seven days does not require a RIDDOR report, but an appropriate record must be retained.

Pupils, visitors and other people not at work

An accident involving a pupil, visitor or other person who is not at work is reportable only where:

- the accident arose out of or in connection with the school's work;
- it resulted in an injury; and
- the injured person was taken directly from the scene of the accident to hospital for treatment.

A hospital visit made solely as a precaution, or for diagnostic tests where no treatment is provided, does not by itself make an incident reportable.

In deciding whether an accident arose out of or in connection with the school's work, consideration will be given to whether it resulted from:

- the condition, design or maintenance of the premises or equipment;
- the way in which a school activity was organised or supervised;
- equipment, substances or materials used in connection with the school's activities; or
- a failure in the school's health and safety arrangements.

Dangerous occurrences

Only near-miss events that fall within one of the dangerous-occurrence categories specified in RIDDOR are reportable. These may include, where the relevant statutory conditions are met:

- the collapse or failure of load-bearing parts of lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of a substance that could cause serious injury or damage to health; or
- an electrical short circuit or overload resulting in a fire or explosion.

All significant near misses will still be recorded and reviewed under the school's health and safety procedures, whether or not they meet the statutory threshold for a RIDDOR report.

Further information is available from the Health and Safety Executive:

How to make a RIDDOR report

RIDDOR reporting in schools

6.3 Notifying parents and carers

Parents and carers will be informed on the same day, or as soon as reasonably practicable, of any accident, injury or first-aid treatment involving their child.

For a minor injury, notification may be provided through the school's agreed written form. Where a pupil sustains an injury or blow to the head, face or neck, or where the injury is significant, requires further medical assessment or causes concern, a member of staff will also contact the parent or carer by telephone. Written notification will be provided in addition to the telephone call where appropriate.

If a parent or carer cannot be reached, the school will use the pupil's emergency contact details, continue to provide appropriate care and record all attempts to make contact. Contacting a parent or carer will not delay the school in seeking emergency medical assistance.

The school will record what information was provided, when it was provided and the person who was contacted.

6.4 Reporting to Ofsted and child protection agencies

Where the school is required to do so as a registered early-years provider, the Headteacher will notify Ofsted of any serious accident, illness or injury sustained by, or the death of, a child while in the school's early-years care. The notification will include details of the action taken and will be made as soon as reasonably practicable and, in all cases, within 14 days of the incident.

The Headteacher will ensure that Leicester City Council Children's Social Care, or the relevant local child-protection agency, is notified of any serious accident or injury to, or the death of, a child in the school's early-years care where notification is required under the EYFS statutory framework. The school will follow the current local referral procedure and act on any advice received.

Where any accident, injury, illness or death involving a pupil raises a safeguarding concern, regardless of the pupil's age, the Designated Safeguarding Lead will be informed immediately. The school will follow its Safeguarding and Child Protection Policy and make any necessary referral to Children's Social Care or the police without delay.

These notifications are separate from any reporting required under RIDDOR, Leicester City Council's accident-reporting arrangements or other statutory procedures.

7. Training

The level and number of first-aid qualifications required by the school will be determined through the first-aid needs assessment.

Staff may be offered first-aid training appropriate to their role and the needs of the school. Staff will not be expected to undertake first-aid duties beyond the limits of their training and competence. Where first-aid responsibilities form part of an employee's role, this will be made clear to them.

All designated first aiders must:

- complete an appropriate course delivered by a competent training provider;
- hold a current certificate of competence;
- undertake any required refresher training; and
- renew their qualification before it expires if they are to continue acting or being counted as a designated first aider.

A member of staff whose required certificate has expired will not be counted within the school's first-aid provision until the appropriate renewal training has been completed.

The school will maintain a current training register showing:

- the member of staff's name;
- the qualification held;
- the training provider;
- the date the training was completed;
- the certificate expiry date; and
- the date by which renewal training is required.

The Headteacher will ensure that training and renewal dates are monitored and that sufficient cover is maintained during staff absence, breaktimes, staggered lunchtimes, extended-school provision and educational visits.

Paediatric first aid

At least one person with a current **full paediatric first-aid certificate** will be on the premises and available at all times when children in the EYFS are present. A person with this qualification will also accompany EYFS children on outings.

Paediatric first-aid training will meet the criteria set out in the current EYFS statutory framework, will be appropriate for people caring for young children and babies, and will be renewed every three years.

The school will take account of the number of children and staff and the size and layout of the premises to ensure that a paediatric first aider can respond quickly in an emergency.

Staff who are required to hold a paediatric first-aid qualification in order to be included within the statutory EYFS staff-to-child ratios will obtain and maintain that qualification in accordance with the EYFS framework.

A list of staff who hold a current paediatric first-aid certificate will be displayed or otherwise made available to parents and carers.

8. Monitoring and review

The Deputy Headteacher, in conjunction with the Headteacher and the governing body's Health and Safety Committee, will monitor the implementation and effectiveness of this policy.

Monitoring will include consideration of:

- the first-aid needs assessment;
- the number, deployment and training status of first aiders;
- accident, injury and near-miss patterns;
- the adequacy and location of first-aid equipment and facilities;
- compliance with recording and reporting requirements; and
- any actions or lessons arising from significant incidents.

The policy and first-aid needs assessment will be reviewed at least annually. An earlier review will be undertaken where there is:

- a serious or significant incident;
- a material change to staffing, premises or school provision;
- an identified concern about the adequacy of first-aid arrangements; or
- a change in legislation, statutory guidance or local-authority procedures.

Following each formal review, the policy will be presented to the full governing body for approval. Operational information, including the first-aid training register and names of trained staff, may be updated between policy reviews without requiring the policy to be reapproved.

9. Links with other policies and procedures

This policy should be read alongside the school's:

- Health and Safety Policy;
- Supporting Pupils with Medical Conditions Policy;
- Safeguarding and Child Protection Policy;
- Educational Visits Policy and associated risk-assessment procedures;
- Intimate Care Policy;
- Infection Prevention and Control procedures;

- Emergency and Critical Incident Plan;
- Data Protection Policy and records-retention arrangements; and
- relevant individual healthcare plans and risk assessments.

Where applicable, it should also be read alongside any separate school procedures relating to allergies and anaphylaxis, asthma, automated external defibrillators and the management of bodily fluids or sharps.